

CHARLES COUNTY GOVERNMENT  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-833A

Page 1 of 3

Agency  
Charles County Government

Division/Unit  
Human Resources

Item No.	Description	Retention
1	<b><u>Human Resources General Correspondence</u></b> Incoming letters, outgoing letters, memorandum and miscellaneous departmental and outside agency information.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the MD State Archives.
2	<b><u>Employee Leave Records</u></b> Annual departmental employee leave records.	Retain for three years after employee termination, then destroy.
3	<b><u>Employee Personnel Records</u></b> Files contain original applications, evaluations, awards, disciplinary actions, promotion letters, salary information, written correspondence, etc.	Retain for five after employee termination, then destroy.
4	<b><u>Recruitment Files</u></b> Files contain employment applications, job descriptions, personnel requisitions and approvals to hire, job advertisements, and interview schedules.	Retain three year from date of action, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Date

Signature

*Eugene T. Lauer*  
Eugene T. Lauer

Title County Administrator

Schedule Authorized by State Archivist

Date

JUN 20 2000

Signature

*Edward C. Papenfuss Jr.*

CHARLES COUNTY GOVERNMENT  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

Page 3 of 3

Agency  
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Division/Unit  
Human Resources

Item No.	Description	Retention
	<b><u>BENEFIT ADMINISTRATOR FILES</u></b>	
1	<b><u>Employee Benefit Files</u></b> Files contain health insurance information, life insurance information, and all other benefit information.	Retain for three years after employee termination or one year after termination of plan, then destroy.
2	<b><u>Employee FMLA Files</u></b> Files contain information and documentation of employee leave usage covered by the Family Medical Leave Act.	Retain for three years after employee termination, then destroy.
3	<b><u>Retired Employee Benefit Files</u></b> Benefit information on employees that have retired from Charles County Government. Files contain current health insurance information.	Retain for three years after employee termination or one year after termination of plan, then destroy.
4 *	<b><u>Valuation Report</u></b> Supporting information for Sheriff's Office Pension Plan & Charles County Employees Pension Plan	Retain for six years from end of plan year, then destroy.
5 *	<b><u>Contracts with Vendors</u></b> For Health Insurance, Life Insurance, and Long Term Disability Insurance plans with County.	Retain for three years after termination of contract, then destroy.

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Schedule Approved by Department,  
Agency, or Division Representative  
Date 11/5/89  
Signature Eugene T. Lauer  
Typed Name Eugene T. Lauer  
Title County Administrator

Schedule Authorized by State Archivist

Date DEC 15 1999

Signature

Edward C. Papenfuss